



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF CAREER EDUCATION – CAREER EDUCATION SPECIAL NEEDS SECTION
PO BOX 480, JEFFERSON CITY MO 65102-0480
MISSOURI OPTION PROGRAM APPLICATION

SCHOOL DISTRICT NAME:

COUNTY-DISTRICT CODE:

ADDRESS, CITY, STATE, ZIP CODE:

PROGRAM CONTACT PERSON:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

FORM DUE DATE:

Open

Directions

MAIL THE COMPLETED FORM BY THE **DUE DATE ABOVE** TO: SHAWN BRICE MISSOURI OPTION PROGRAM, MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION, PO BOX 480, JEFFERSON CITY, MO 65102-0480

QUESTIONS, CONTACT: SHAWN BRICE, (573) 522-1775 OR E-MAIL TO: SHAWN.BRICE@DESE.MO.GOV

Program Information

1. HOW MANY STUDENTS DO YOU ANTICIPATE TO BE ENROLLED IN THE PROGRAM FOR THE UPCOMING SCHOOL YEAR?

2. WHICH CREDENTIAL WILL YOUR DISTRICT ISSUE? CHOOSE ONLY ONE, SEE #23 MISSOURI OPTION PROGRAM ASSURANCES ☐ Regular High School Diploma ☐ Other High School Diploma

3. DISTRICT IDENTIFIED OTHER REASONS FOR MISSOURI OPTION PROGRAM PARTICIPATION. SEE #2 MISSOURI OPTION PROGRAM ASSURANCES:

Assurances

THE UNDERSIGNED AGREES TO COMPLY WITH THE MISSOURI OPTION PROGRAM ASSURANCES (Listed on the back of this form):

Signature of Superintendent or Authorized Representative

Date

MISSOURI OPTION PROGRAM ASSURANCES

1. Students will be 17 years of age or older to participate in the Missouri Option Program.
2. Students will be at least one year's credit behind their cohort group (class), or for other significant reasons identified in the local plan, be unable to complete their diploma with their cohort group (class). Cohort is defined as the year that a student enrolled in Kindergarten.
3. Students served will demonstrate the ability to read independently in English at a level sufficient to successfully complete GED instruction and testing.
4. The Missouri Option Program student participation is voluntary.
5. The Missouri Option Program will be explained to the student and parent/guardian.
6. For participation in the Missouri Option Program, the student and parent/guardian must sign a consent form.
7. The selection criteria for the Missouri Option Program are not ethnic, racial, or gender biased. Students with disabilities are eligible for participation in the program. Students with disabilities must show evidence of a current Individual Education Plan (IEP) or Section 504 Plan, which indicates that participation in the Missouri Option Program is appropriate for the student. The IEP or Section 504 Plan must document any special education services and related aids and services necessary for successful completion of the program, including the testing component.
8. As a part of Missouri's Comprehensive Guidance Program, every student will have a 4-6 year plan that includes activities necessary for work toward an identified goal, career or occupation. The Missouri Option Program will be listed as one of those activities that would enable students to attain their goals. In a manner consistent with the provision of the Missouri School Improvement Program, the school district/eligible agency will maintain the students' 4-6 year-plan for the Missouri Option Program.
9. Students in the Missouri Option Program will be provided guidance and counseling services consistent with the high school program. Ongoing academic/career advisement will be provided by the Missouri Option Program instructor(s), with supplemental guidance and counseling provided, as needed.
10. Counseling records for Missouri Option Program students will be maintained by each participating school district/eligible agency in a manner comparable to other student records.
11. Missouri Option Program participants will have access to all educational programs and services available in the school district/eligible agency.
12. Data required by the Missouri Option Program will be collected and submitted to the Department on an annual basis.
13. Participating school districts/eligible agencies will annually notify students and parents/guardians of the availability and requirements of the Missouri Option Program.
14. Instructional content aligns with high school and GED Tests content and is appropriate for tenth grade or higher. The primary focus of the Missouri Option Program will be to help students develop the skills needed in order to pass the five content areas of the GED Tests - Writing, Social Studies, Science, Reading Literature and Mathematics. An essential component in preparing students for the GED Tests is an effective assessment of the student's skill level. Various techniques for evaluating a student's current skill level will be utilized.
15. Diverse student-centered instructional delivery methods will be utilized. Adequate supplies of texts, equipment, software, and videotapes will be used. Instructional materials may include a mix of instructor and commercial development products, including computer-assisted instruction.
16. Workforce development activities/instruction must be integrated with other instruction to enhance the student's life skills/employability skills and to provide academic instruction so they can pass the GED Tests.
17. To be eligible for graduation from high school in Missouri, a student must satisfactorily pass a test or tests on the provisions and principles of the United States and Missouri constitutions as prescribed in Section 170.011, RSMo. Students must also pass the course or courses designated as containing the required instruction in the institutions, branches and functions of federal, state and local government and in the electoral process.
18. Starting with the class of 2010, students are required to pass a half unit course in personal finance and health education.
19. The Missouri Option Program instructor(s) will have a valid Missouri teaching certificate, which could include Adult Education and Literacy certified instructors. Counselor(s) will have a valid Missouri counseling certificate.
20. A minimum of 15 hours of academic instruction per week will be provided. Students must then be enrolled in other school supervised instructional activities (career education, elective classes, work experience, etc.) that lead to student's classification by the district as a full-time student. The school district/eligible agency should provide a level and quality of education that ensures the integrity of the Missouri Option Program and locally issued high school diploma.
21. All students participate in appropriate state assessments with: 1) regular classroom participation, 2) special education accommodations, or 3) eligibility for MAP-Alternative.
22. Student/teacher ratios will not exceed 20/1.
23. The Missouri Option Program instructors will annually participate in the professional development activities provided by the Department of Elementary and Secondary Education. In addition, Missouri Option Program personnel shall participate in professional development activities provided by the local school district.
24. A credential that includes the word "diploma" will be awarded. The school district/eligible agency should issue a "regular" High School Diploma (the same as awarded to all students by local boards of education) or "other" High School Diploma (the same as issued to students in an alternative program).
25. Missouri Option Program graduates must be given the opportunity to participate in an appropriate graduation ceremony, which could include the student's participation in the high school graduation ceremony with their peers or a separate Missouri Option Program ceremony.
26. The Missouri Option Program will not be used to circumvent compulsory attendance regulations or to facilitate an early exit.